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9 April 1954

*Set up for meeting Friday*

MEMORANDUM FOR: Colonel White

1. I have summarized below the attached comments submitted on the Notice for the reduction of excess annual leave accumulations.

DD/P

Complete nonconcurrence for the following reasons:

1. Such extra leave multiplied by the number of personnel on duty could be equivalent to a very significant reduction in force.

2. It is premature to formulate a policy since Congress will probably change the current leave limitations.

General Counsel

Desires only to make some editorial changes. A particularly good suggestion is that the leave schedules set out are the minimum ones which may be observed and are not the maximum.

Comptroller

Two minor editorial suggestions which we should accept.

DD/I

Desires recognition that exceptions to the policy will be permissible when necessary for operational reasons.

Training

1. Desires to delay policy until after Congress decides on new leave excess.

2. Needs administrative controls to enforce its application.

3. Requests annual reduction of excess leave at the rate of one-tenth of the excess each year.

Inspector General

1. Delay until Congress passes new leave law.

2. Believes it not wise for a mandatory reduction because of morale purposes, i.e., insurance against illness, RIF, or administration changes.

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Personnel

1. Policy too drastic and unduly restrictive.
2. The percentage method should be used at the rate of 10% per year.
3. Overseas employees should not be compelled to use excess leave overseas if they wish to retain it for use in this country.

2. Attached as TAB B are copies of Notices on this subject by six other Government Agencies. Although there are extensive policy details contained in these Notices, the basic principle for the use of annual leave in addition to current year accruals are shown below.

GAO	25% of excess accrual over 30 days to be taken each year.
Treasury Department	9 days each year.
Civil Service Commission	6 days each year.
Department of Agriculture	Each Agency under Agriculture will set its own policy, but all excess leave must be used in 10 years. The Agencies have generally set a percentage method.
Dist. of Col. Govt.	10% of excess annual leave each year.
State Department	6 days a year.

None of these Notices reveal any policy for reduction of excess leave accruals for employees outside the continental limits of the United States.

3. There is attached an amended Notice I prepared which will probably satisfy most of the comments submitted. (New material placed in capital letters.)

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